

CERTIFICATION OF LIBRARIANS;

A GEOGRAPHIC SUMMARY

PART I

**Legal and voluntary certification of librarians
in municipal and county libraries and
libraries of institutions of higher education;
revised May, 1942**

**Board of Education for Librarianship
of the
American Library Association
1942**

LEGAL AND VOLUNTARY CERTIFICATION OF LIBRARIANS IN MUNICIPAL AND COUNTY
LIBRARIES AND LIBRARIES OF INSTITUTIONS OF HIGHER EDUCATION

Information contained in this summary was obtained from the certifying groups of individual states or from other responsible sources in each state. In every instance the requirements are minimum. Full details and interpretation of the requirements should be obtained from the group or authority which issues the certificates.

States which are not included in the summary do not as yet provide for the certification of librarians either by law or by a voluntary plan. In many of these states, however, committees of the state library associations are actively at work on plans to secure legal certification.

Part II of the summary of certification of librarians contains information on the certification requirements for school librarians and teacher-librarians.

ARIZONA

Under the law providing for the establishment of county libraries, a county librarian, prior to appointment, must have received from the Board of Library Examiners a certificate of qualifications for the office. Requirements: A college degree; at least a 6-weeks intensive course in library science; one month's apprenticeship in a county library system.

ARKANSAS

Under the law providing for the establishment of county libraries, a county librarian, prior to appointment, shall have received from the State Library Board a certificate of qualification for the office.

CALIFORNIA

A librarian in a municipal library who is a member of the California Library Association is eligible for a certificate under the voluntary plan established by the Association, May, 1934. Minimum standards for librarians of professional grade are as follows:

Graduation from a college or university of recognized standing and completion of one year in an accredited library school; or

Graduation from a college or university of recognized standing including completion of one year in an accredited library school and one year of appropriate experience in a library of recognized standing.

Certificates issued by the former Certification Committee of the California Library Association prior to June, 1934, are still in force.

A county librarian, under the County Free Library Law, must have received, prior to appointment, a certificate of qualification for the office which is issued by the Board of Library Examiners. Requirements: Graduation from an approved college; completion of one year in a library school; in addition, at least 2 years actual and successful experience in a library of recognized standing.

CONNECTICUT

Under an act of the state legislature in 1939, the Connecticut Public Library Committee may grant certificates to librarians in the public libraries of the state, in accordance with such rules and regulations as it may provide. In January, 1941, the Committee adopted rules and regulations for the voluntary certification of librarians as follows:

General requirements: Graduation from an approved secondary school; minimum age, 18 years; statement from the head librarian or chairman of the local library board of the candidate's physical fitness and aptitude for library work; official records of academic and professional preparation.

Service certificate (not issued after December 30, 1941). Any member of a public library staff may apply who works the full time that the library is open or a full library week, has had 5 years of library service, and is not qualified for a higher grade of certificate.

Grade I certificate requires graduation from a secondary school, plus suitable library courses totaling 6 semester hours, plus 2 years general library experience.

For certificates of Grades II and III an approved college is one accredited by a recognized regional or national accrediting agency or by the State Board of Education; an approved library school or training course is one accepted by the Connecticut Public Library Committee; an accredited library school is one accredited by the American Library Association.

Grade II certificate requires:

Graduation from an approved college, plus one year of general library experience; or

Two years at an approved college, plus at least 6 semester hours in library science, plus 3 years general library experience; or

Completion of at least the professional curriculum in library science in a single academic year at an accredited library school, plus 4 years library experience; or

Graduation from a secondary school, plus an approved library training course of 30 semester hours, plus 4 years general library experience.

Grade III certificate requires:

Graduation from an approved college plus at least the professional curriculum in library science in a single academic year at an accredited library school, plus 4 years library experience; or

At least 3 years at an approved college plus at least the professional curriculum in library science in a single academic year at an accredited library school, plus 5 years library experience;

Graduation from an approved college plus 10 years administrative experience in a departmentalized library in a town of at least 30,000 population; or, graduation from an approved library school plus 10 years

administrative experience in a departmentalized library in a town of at least 30,000 population. The candidate must supply satisfactory evidence of having made a definite contribution to the development of a library as a whole or a department thereof.

GEORGIA

The State Board for the Certification of Librarians, created by act of the legislature in 1937, has authority to establish grades of certificates, to prescribe and hold examinations, or require submission of credentials to establish the qualifications of applicants for certificates, and to issue certificates of librarianship to qualified persons in accordance with such rules and regulations as it may prescribe.

Any public library serving a political subdivision or subdivisions having over 5,000 population and every library operated by the State of Georgia or its authority, including libraries of institutions of higher learning, is required to employ in the position of librarian or full-time professional assistant a person who holds a librarian's certificate issued by the Board. No public funds can be paid to any library which fails to comply with the provisions of the certification act. Law libraries of counties and/or cities and libraries of public elementary and high schools are exempted from the provisions of the act.

I. Librarian's Professional Life Certificate

Requirements:

Graduation from a library school accredited by the American Library Association; or

An examination which satisfies the Board that the abilities and attainments of the applicant are substantially the equivalent of the education and training of a graduate of a library school accredited by the American Library Association; or

Satisfactory credentials without examination, i.e.,

(1) Credentials which satisfy the Board that the applicant has attainments and abilities equivalent to those of a person who is a graduate of a library school accredited by the American Library Association and that he is competent to carry on library work ably and efficiently.

(2) A librarian's certificate from another state which requires standards equal to those of Georgia.

Validity:

The holder of a Librarian's Professional Life Certificate is eligible for any professional position in any library that comes under the provisions of the certification law, except that for the following positions successful library experience as indicated is required in addition to the number of years which may have been accepted for certification purposes:

Chief librarian in library areas of 35,000 population or over -- 3 additional years.

Assistant librarian and heads of departments in library areas of 35,000 population or over -- one additional year.

Librarian of the State of Georgia -- 3 additional years in an executive position in a law library or a general reference library or in the reference department of a library having a collection of 50,000 volumes or more.

Executive Secretary of the State Library Commission -- 3 additional years in library extension work.

Chief librarian, University of Georgia Libraries at Athens and Chief librarian, Georgia School of Technology -- 3 additional years in a supervisory position in a university or college library.

Chief librarian of each of the 4-year colleges of the University System -- 3 additional years, one of which shall have been in a college or university library.

Chief librarian of the junior colleges of the University System -- 2 additional years, one of which shall have been in a college or university library.

Examinations open to non-graduates of a library school accredited by the American Library Association are conducted for the Librarian's Professional Life Certificate under conditions and auspices approved by the Board. The examination is in four divisions as follows: Book Selection; Library Administration; Cataloging and Classification; Reference and Bibliography..

II. Librarian's Prior Service Life Certificate

Requirements:

A person who does not qualify under I but who held a full-time professional library position at the time the certification law was passed.

Validity: Valid only for the position now held.

III. Librarian's Five-Year Certificate (may be renewed once)

Requirements:

Graduation from a 4-year college of recognized standing with at least 10 semester hours in library science from a library school accredited by the American Library Association.

Graduation from a 4-year college of recognized standing with at least 5 semester hours in library science from a library school accredited by the American Library Association, plus one year of library experience in a library area of 5,000 population or over.

Three years of work in a college of recognized standing, plus 10 semester hours in library science from a library school accredited by the American Library Association, plus 2 years library experience in a library area of 5,000 population or over.

Validity: Valid for the following positions in public libraries in library areas of indicated population:

Junior assistant in areas of 35,000 population or over.

General assistant in areas with population from 10,000 to 35,000.

Librarian in areas with population from 5,000 to 10,000.

IV. Librarian's Temporary Certificate

Requirements:

Granted to a graduate of a 4-year high school for a period of 6 months with provision for extension for an additional 3 months at the discretion of the Board.

Validity:

Valid for a position in any library to meet a temporary emergency. Such position cannot be filled for more than 9 consecutive months by persons holding Temporary Certificates.

ILLINOIS

A librarian in a public library is eligible for a certificate issued by the Certification Board of the Illinois Library Association under a voluntary plan.

First Grade Certificate

Requirements:

Completion of 4 years of college work and 2 years in a library school; 3 years experience in a responsible position; or

M.A. or M.S. degree, completion of one year in a library school; 3 years experience in a responsible position; or

Completion of 4 years of college work and one year in a library school; 5 years experience in a responsible position.

Validity:

Valid for 10 years and subject to renewal for life on application at the end of the 10-year period, provided that 5 years of the time is spent in successful service in a responsible position.

Second Grade Certificate

Requirements:

Completion of 4 years of college work and one year in a library school; or

Completion of 4 years of college work; 5 years experience; or

Third Grade Certificate and 5 years additional experience for college grade; or

Third Grade Certificate and 5 years additional experience with 15 semester hours college credit additional for those with less than 4 years of college work. Correspondence or extension courses will be accepted if the institution grants credit toward a degree.

Validity: Valid for 5 years; can be renewed one or more times.

Third Grade Certificate

Requirements:

Completion of 4 years of college work and 6 weeks course in a library school; or

Completion of 4 years of college work; one year of experience; or

Completion of 3 years of college work and one year in a library school; or

Completion of 2 years of college work and one year in a library school; or

Completion of one year of college work and 6 weeks in a library school; 3 years experience; or

Completion of 4 years of high school work and 6 weeks in a library school; 5 years experience with 7 semester hours of college credit in addition.

Validity: Valid for 3 years; cannot be renewed more than twice.

Fourth Grade Certificate

Requirements:

Completion of 4 years of high school work and 6 weeks in a library school; one year of experience.

Validity:

Valid for 2 years; subject to renewal with approval of the library board if the holder is a librarian, or approval of the librarian if the holder is an assistant, provided that the holder is still in library work; cannot be renewed more than twice.

INDIANA

By act of the General Assembly, 1941, the Indiana Library Certification Board was created, its rights, powers and duties were prescribed and the certification of librarians was provided. After January 1, 1942, any public library, or any other library, supported in whole or in part by public funds, except school libraries and the libraries of educational institutions, are required to appoint as head librarian or head of any department or branch, or professional assistants only those persons who hold certificates of requisite grade.

I. Certificates for Head Librarians

Head Librarian, Grade 1 - for libraries serving a population of 300,001 or more.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association; special experience in technic and organization of library service and 6 years executive experience.

Qualification by examination: Graduation from an accredited college or university and 8 years executive experience.

Head Librarian, Grade 2 - for libraries serving a population of 25,001 to 300,000.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association; 6 years experience in library work.

Qualification by examination: Graduation from a college or university; 8 years experience in library work.

Head Librarian, Grade 3 - for libraries serving a population of 10,001 to 25,000.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association; 3 years experience in library work.

Qualification by examination: Completion of 2 years of college work; 4 years experience in library work.

Head Librarian, Grade 4 - for libraries serving a population of 5,001 to 10,000.

Qualifications without examination: Completion of 2 years of work in an accredited college or university; completion of a 6 weeks course in public library science in an approved institution, or 16 semester hours in school library science as approved by the State Board of Education, or a course in a training class in an approved library; one year of experience in library work.

Qualification by examination: Graduation from high school; one year of experience in library work.

Head Librarian, Grade 5 - for libraries serving a population of 5,000 or less.

Qualifications without examination: Graduation from an accredited high school or institution of equivalent standards; completion of a 6 weeks course in public library science in an approved institution, or 16 semester hours in school library science as approved by the State Board of Education, or a course in a training class in an approved library; or, completion of one year of work in an accredited college or university and 3 months of practice work and experience in an approved public library.

Certificates of Grade 5 issued to persons (other than Head Librarians at the effective date of the Library Certification Board Act) who have not satisfactorily completed any one of the courses in library science and work listed above are valid for 18 months only and cannot be renewed unless within 18 months the applicant completes a 6 weeks course in library science.

Qualification by examination. As provided in certification act.

II. Certificate for Head of a Department

An assistant librarian or an assistant director of a departmentalized public library and a head of a department hold the same grade of certificate.

Department Head, Grade 1.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association; 4 years experience in library work.

Qualification by examination: Completion of 2 years of work in an accredited college or university; 4 years experience in library work.

III. Certificates for Heads of Branch Libraries

Branch Library Head, Grade 1 - for branch libraries serving an estimated population of 5,001 or more.

Qualifications without examination: Completion of at least 2 years of work in an accredited college or university; completion of a semester's work in a library school accredited by the American Library Association, or a 6 weeks course in public library science in an approved institution, or a course in a training class in an approved library, or 16 semester hours in school library science as approved by the State Board of Education.

Qualification by examination: Graduation from high school; one year of experience in library work.

Branch Library Head, Grade 2 - for branch libraries serving an estimated population of 5,000 or less.

Qualifications without examination: Graduation from an accredited high school or institution of equivalent standards; completion of a 6 weeks course in public library science in an approved institution, or a course in a training class in an approved library, or 16 semester hours in school library science as approved by the State Board of Education.

Qualification by examination: Graduation from high school; one year of experience in library work.

IV. Certificates for Professional Assistants

Professional Assistant, Grade 1 - persons doing independent, technical and specialized library work.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association; 2 years experience in public library work.

Qualification by examination: Completion of 3 years of work in an accredited college or university; completion of a 6 weeks course in public library science in an approved institution, or a course in public library science in a training class in an approved library, or 16 semester hours in school library science as approved by the State Board of Education; 3 years experience in library work.

Professional Assistant, Grade 2 - persons doing the more technical library work under direct supervision, with full responsibility for routine operations.

Qualifications without examination: Graduation from an accredited college or university; completion of one year of work in a library school accredited by the American Library Association.

Qualification by examination: Completion of 2 years of college work; completion of 6 weeks course in public library science in an approved institution, or a course in a training class in an approved library; 2 years experience in library work.

Professional Assistant, Grade 3 - persons doing technical and routine library work under direct supervision.

Qualifications without examination: Graduation from an accredited college or university; completion of one semester's work in a library school accredited by the American Library Association, or a 6 weeks course in library science in an approved institution, or a course in a training class in an approved library, or 16 semester hours in school library science as approved by the State Board of Education.

Qualification by examination: Graduation from high school; one year of experience in library work.

Professional Assistant, Grade 4 - persons doing routine technical library work as contrasted with mechanical and clerical work.

Qualifications without examination: Graduation from an accredited high school or institution of equivalent standards; completion of a 6 weeks course in public library science in an approved institution, or a course in a training class in an approved library, or 16 semester hours in school library science as approved by the State Board of Education, or 9 semester hours in public library work in an accredited college or university.

Qualification by examination: Graduation from an accredited high school or institution of equivalent standards.

Professional Assistant, Grade 5 - persons doing the least technical, routine library work.

Qualifications: Persons serving as professional assistants or on leave of absence from such positions in a public library in Indiana when the Library Certification Board Act became effective whose positions and qualifications were not such as to meet the requirements for other grades of public library service.

Life certificates as Professional Assistant, Grade 5, will be issued to such persons upon application supported by specified statements from the governing body or head librarian of the public library concerned and payment of a fee.

IOWA

Librarians in public libraries are eligible for certificates issued by the Board of Certification of the Iowa Library Association under a voluntary plan adopted in 1936. Residents and non-residents of Iowa may apply for certificates.

Grades of certificates and requirements:

Grade A: Life certificate, 12 or more credits
Grade B: Five year certificate, 8 credits
Grade C: Three year certificate, 5 credits
Grade D: One year certificate, $2\frac{1}{2}$ credits

Credits are allowed on the following basis:

4 year college course	4 credits
3 year college course	3 credits
2 year college course	2 credits
1 year college course	1 credit
1 year library school course	4 credits
1 year post-graduate college work	1 credit
1 year post-graduate library course	2 credits
Summer library course	2 credits
Library apprentice or training course	1 credit
For each year of administrative library experience	1 credit
For each year of other library experience	$\frac{1}{2}$ credit

The Board of Certification is empowered to require satisfactory proof that applicants are entitled to any credits claimed, to define requirements as listed above and to determine what may be accepted as equivalents of college work.

Definitions of courses or library work offered for credits:

Library school work must be in schools accredited by the Board of Education for Librarianship of the American Library Association.

Apprentice or training course work must consist of at least a 6 months course in a library approved by the Board or an intensive course of not less than 6 weeks in an approved library of more than 100,000 volumes.

Administrative library experience shall be experience involving the direction or supervision of the work of one or more full-time assistants.

In defining a full-time assistant or allowing credits for library experience, a minimum basis of a working week of not less than 30 hours, for not less than 42 weeks in a year, will be considered.

The Board is empowered to accept certificates issued by similar boards in other states in lieu of qualifications stated above and to issue to the holders Iowa certificates of corresponding grades.

KENTUCKY

By legislative enactment, 1938, the State Board for the Certification of Librarians was established in the Library Extension Division, Department of Library and Archives, and empowered to grant certificates without examination to graduates of library schools approved by the Board and to other applicants on the basis of an examination; to renew certificates; to determine positions for which certificates are required; to adopt rules and regulations for its own government and for carrying out the purposes of the act.

Any library coming under the act must employ in the position of librarian or any other full-time professional position, a person who holds a certificate of librarianship issued by the Board. The act applies to public libraries and all other libraries supported in whole or in part by public funds with the exceptions of county law libraries, law and legislative libraries, public school libraries, and libraries in municipalities, counties, regions or other governmental units having less than 3,000 population. The Board may issue certificates to qualified persons who are serving in libraries not supported from public funds.

Graded Certificates are issued according to a system of units with minimum requirements in respect to education, library training and experience as specified below:

Grade A Certificate requires a minimum of 10 units to include 4 years of college education (4 units), one year of library training (4 units) and 4 years experience (2 units). Alternative requirements: 3 years of college education (3 units), one year of library training (3 units) and 8 years experience (4 units). Experience may be reduced by increasing college education or library training.

Grade B Certificate requires a minimum of 8 units to include 4 years of college education (4 units) and one year of library training (4 units). Alternative requirements: 3 years of college education (3 units), one year of library training (3 units) and 4 years experience (2 units). Experience under Alternative may be reduced by increasing college education.

Grade C Certificate requires a minimum of 6 units as follows: 3 years of college education (3 units) and one year of library training (3 units). Alternative requirements: (a) 4 years of college education (4 units), 6 semester hours of library training ($3/4$ unit) and $2\frac{1}{2}$ years experience ($1\frac{1}{4}$ units) or (b) 3 years of college education (3 units), 6 semester hours of library training ($\frac{1}{2}$ unit) and 5 years experience ($2\frac{1}{2}$ units). Under both Alternatives, experience may be reduced by increasing library training thus leading to a certificate of higher grade.

Grade D Certificate requires a minimum of 3 units as follows: 2 years of college education (2 units), short courses in library science which do not cumulate toward a one-year curriculum ($\frac{1}{2}$ unit) and one year of experience ($\frac{1}{2}$ unit). Experience must be supervised or reviewed by arrangement with the State Division of Library Extension. Alternative requirements: 2 years of

college education (2 units) and 2 years experience (1 unit). Experience may be reduced by increasing college education or by adding approved library training but in no case shall a Grade D Certificate be issued with less than one year of supervised experience. This alternative is a temporary expedient to meet existing conditions; it should soon be revised upward or perhaps be eliminated.

Synopsis of Unit Values

I. Academic college education

1 year (30 semester hours)	- 1 unit
$\frac{1}{2}$ year (15 semester hours)	- $\frac{1}{2}$ unit
8 semester hours	- $\frac{1}{4}$ unit

II. Library training

(a) Accredited (Two levels)	(1) Based on degree, after 4 years of college	(2) Senior undergraduate base, after 3 years of college
1 year (30 semester hours)	4 units	3 units
$\frac{1}{2}$ year (15 semester hours)	2 units	$1\frac{1}{2}$ units
2d year Library Science (advanced work)	2 units	(not available)
8 semester hours	1 unit	$\frac{3}{4}$ unit
6 semester hours	$\frac{3}{4}$ unit	$\frac{1}{2}$ unit

(b) Non-accredited (short courses not cumulating toward standard one-year curriculum.) Unit values to be granted by Certification Board; for example; 6 months training class, $\frac{3}{4}$ unit; 6 weeks summer course, $\frac{1}{2}$ unit

III. Experience

1 year general experience, full-time	- $\frac{1}{2}$ unit
1 year general experience, part-time	- $\frac{1}{4}$ unit
1 year administrative experience, full-time	- 1 unit
1 year administrative experience, part-time	- $\frac{3}{4}$ unit

Grades of certificates required of Head Librarians according to the size of library:

- Grade A - First class cities, i.e., population 100,000 and over
- Grade B - Second class cities, i.e., population of 20,000 to 100,000 including Owensboro
- Grade C - Third class cities, i.e., population of 8,000 to 20,000 excluding Owensboro
- Grade D - Fourth class cities, i.e., population 3,000 to 8,000; also required of professional assistants in cities of Third and Fourth classes, i.e., population 8,000 to 20,000. Not valid in cities above Third class including Owensboro.

Renewal of certificates. All certificates are issued for limited terms and are renewable on the basis of successful experience or professional advancement, with approval of the Certification Board. Certificates of Grades A, B and C are issued for a term of 5 years. Grade D Certificates are valid for 3 years and are renewable only once, except by special action of the Certification Board.

Temporary Certificates may be issued for a term not to exceed 12 months and renewable only once except by special action of the Certification Board. They may be issued: to meet a purely temporary emergency; to assist a person presently occupying a professional position who does not qualify for a Graded Certificate by allowing time to obtain such qualification; to assist a library in obtaining a certificated librarian when such a library for economic or other valid reasons may fairly be judged incompetent to meet the full requirements of certification for a time.

Prior-Service Life Certificates are, by law, valid during the active life of the holders and apply to positions held on May 31, 1938, or to any positions of equal, but not higher, rank. Holders of these certificates are not required to obtain Graded Certificates but are encouraged to do so by translating into "units" their experience (up to a total of 10 years) and any college education or library training they may have. Advancement to the next higher grade shall be made by obtaining the minimum number of units for the next grade on the basis of additional college education (usually) and additional library training when possible or feasible but not by offering additional experience after 1938.

LOUISIANA

Under the law providing for the establishment of parish or municipal libraries, the State Board of Library Examiners issues certificates for librarians. The parish of Orleans and city of New Orleans are exempt.

Executive Certificate requires a college degree; one year library school accredited by A.L.A. Board of Education for Librarianship; 3 years executive experience in a library of recognized standing.

Temporary Certificate requires a college degree; at least 15 semester hours in library service in library schools accredited by A.L.A. Board of Education for Librarianship. Valid for 2 years; renewable upon evidence of satisfactory experience without payment of extra fee and without appearing before the Board. It is expected that individuals holding temporary certificates will qualify for executive certificates within 3 years.

Examinations. Marking is based on the following subjects:

- (a) Library science and technique
- (b) Library conditions and laws in general and in Louisiana
- (c) Personality and fitness; executive ability.

Subjects (a) and (b) are given both orally and in writing. The oral examination follows immediately the written examination, on the same day. Candidates falling below a 75 per cent marking in personality and fitness and executive ability may, in the discretion of the Board, be denied a certificate.

Validity. Certificates are valid for 5 years; they may be renewed or a new examination may be required. Any certificate may be revoked for cause.

MASSACHUSETTS

The Committee on Library Standards of the Massachusetts Library Association issues professional certificates under a voluntary plan adopted June 25, 1940.

Grade A Certificate requires: College graduation, 2 years library school, plus 2 years administrative experience or 5 years as full-time library assistant; or College graduation, one year library school, plus 4 years administrative experience or 7 years as full-time library assistant; or, College graduation including one year library school, plus 5 years administrative experience or 8 years as full-time library assistant; or, The holding of a Grade B certificate for 5 years while in full-time library service; or, 15 years administrative library experience or 20 years as full-time library assistant. (After 5 years from the date this plan is adopted, the last clause will become ineffective.)

Grade B Certificate requires: College graduation, 2 years library school, plus 2 years as full-time library assistant; or, College graduation, one year library school, plus 2 years administrative library experience or 4 years as full-time library assistant; or, College graduation including one year library school, plus 3 years administrative library experience or 5 years as full-time library assistant; or, College graduation, plus 4 years administrative library experience or 6 years as full-time library assistant; or, The holding of a Grade C certificate for 5 years while in full-time library service; or, 10 years administrative library experience or 15 years as full-time library assistant. (After 5 years from the date this plan is adopted, the last clause will become ineffective.)

Grade C Certificate requires: College graduation, one year library school; or, College graduation including one year library school, plus one year administrative library experience or 2 years as full-time library assistant; or, College graduation, plus 3 years administrative library experience or 4 years as full-time library assistant; or, 5 years administrative library experience or 10 years as full-time library assistant. (5 years from the date on which this plan is adopted, college graduation will be the minimum qualification accepted for the granting of a certificate.)

Grade D Certificate requires: College graduation including one year library school; or, College graduation, plus 2 years as full-time library assistant; or, 5 years as full-time library assistant. (5 years from the date on which this plan is adopted, college graduation will be the minimum qualification accepted for the granting of a certificate.)

Temporary 2-Year Certificate will be issued to a college graduate employed as a librarian or a full-time assistant.

Definitions. College graduation must be from a Massachusetts college or university which has received degree granting power from the Massachusetts legislature, or from a college or university approved by an accrediting association of more than state-wide standing. Library school graduation must be from a library school accredited by the American Library Association. Administrative library experience must involve the direction or supervision of the work

of a library open not less than 30 hours a week for 40 weeks in a year, of a library department, or of the work of one or more full-time assistants. Full-time library assistant experience shall be credited for varied and successful work, certified as professional in character by a supervising librarian, on a minimum basis of 30 hours per week for not less than 40 weeks in a year. Full-time training class experience, or a full-time combination of training class and library service, will be given recognition equivalent to full-time library assistant in rating qualifications for certification.

MICHIGAN

According to the State Aid for Public Libraries, (Section 6a of the Public Acts of 1937, as amended by Act 344 of the Public Acts of 1941), the State Board for Libraries is responsible for establishing certification standards for librarians of public libraries. The following requirements will become effective July 1, 1942, and will apply only to new appointments made after that date.

First Grade Certificate

Requirements:

Graduation from a high school accredited by the University of Michigan and 2 years experience in an approved library; or

Graduation from a high school accredited by The University of Michigan and attendance at 2 summer library institutes accredited by the State Board for Libraries within 3 years after appointment.

Validity:

One year from date of issue; may be renewed for one year upon submission of evidence of successful work during the life of the certificate.

Second Grade Certificate

Requirements:

Completion of 2 full years at a college or university approved by an accrediting association of more than state-wide standing, and 2 years experience in an approved library; or

Completion of 2 full years at a college or university approved by an accrediting association of more than state-wide standing, supplemented by attendance at 2 work shop institutes within 3 years after appointment.

Validity:

Two years; may be renewed by successful completion of one of the following: One work shop institute, or its equivalent in a library internship; attendance at a summer school; courses in correspondence or extension work.

Third Grade Certificate

Requirements:

Graduation from a college or university approved by an accrediting association of more than state-wide standing, including or supplemented by one

full year of training in a library school accredited by the American Library Association.

Validity:

Shall continue in force for the life of the holder without further renewal of the certificate, with the recommendation that recognition be given for advanced study, outstanding professional accomplishments, or their equivalents.

Fourth Grade Certificate

Requirements:

Graduation from a college or university approved by an accrediting association of more than state-wide standing, including or supplemented by one full year of training in a library school accredited by the American Library Association and not less than 2 years experience in an approved library.

Validity:

Shall continue in force for the life of the holder without further renewal of the certificate, with the recommendation that recognition be given for advanced study, outstanding professional accomplishments, or their equivalents.

Fifth Grade Certificate

Requirements:

Graduation from a college or university approved by an accrediting association of more than state-wide standing, including or supplemented by one full year of training in a library school accredited by the American Library Association and not less than 4 years experience in an approved library.

Validity:

Shall continue in force for the life of the holder without further renewal of the certificate, with the recommendation that recognition be given for advanced study, outstanding professional accomplishments, or their equivalents.

MINNESOTA

The Certification Board of the Minnesota Library Association issues certificates to librarians in public libraries, college and university libraries, special libraries and school libraries under a voluntary plan adopted by the Association in October, 1938. Applicants must be members of the Association.

Certificates

- Grade A: Life certificate, 12 or more credits.
- Grade B: Five year certificate, 8 credits.
- Grade C: Three year certificate, 5 credits.
- Grade D: One year certificate, 2½ credits.

For applicants entering the library profession after October 1, 1938, a minimum of 2 of the above credits shall be college credits and 1 credit for 4 courses in library school. This requirement does not apply to librarians who entered the profession before that date.

Credits are allowed on the following basis:

4 year college course	4 credits
3 year college course	3 credits
2 year college course	2 credits
1 year college course	1 credit
1 year library school course	4 credits
For each year of post-graduate college work in library science or closely allied professional work	2 credits
4 courses in summer library school	1 credit
Library apprentice or training course	1 credit
For each year up to 10 years of administrative library experience	1 credit
For each year up to 10 years of other professional library experience	$\frac{1}{2}$ credit

The Board of Certification has the right to require satisfactory proof that applicants are entitled to any credits claimed, to define the requirements as listed above and to determine what may be accepted as equivalents of college work.

Definitions: Library school work offered for credits must be in schools accredited by the Board of Education for Librarianship of the American Library Association. Apprentice or training course work must consist of at least 6 months' apprenticeship in a library approved by the Board or intensive course of not less than 6 weeks in an approved library of more than 100,000 volumes. Administrative library experience shall be experience involving the direction of or supervision of the work of one or more full-time assistants. In defining a full-time assistant or allowing credits for library experience, a minimum basis of a working week of not less than 30 hours, per week, for not less than 42 weeks in a year shall be considered.

The Board shall have power to accept certificates issued by certification boards or similar boards in other states in lieu of the above qualifications and issue to holders Minnesota certificates of corresponding grade.

MISSOURI

The Certification Board of the Missouri Library Association issues certificates under a voluntary plan adopted by the Association, January 1, 1934. Applicants in library work previous to January 1, 1934, who have no formal library training, may be granted certification on basis of their experience.

Librarian's graduate library school life certificate (Grade 1)
Four years in college or university; 2 full years in library school, one of which shall have been of recognized graduate grade, with evidence of satisfactory completion; and one year of work in a responsible position.

Librarian's professional life certificate (Grade 2)

Four years in college or university, one full year of work in library school, and 2 years experience in a responsible position; or
Third grade requirements plus 2 years experience in a responsible position in a library area of 10,000 population or more; or
Four years high school or equivalent, and 15 years experience in a responsible position in a library area of over 20,000 population.

Librarian's professional five-year certificate (Grade 3)

Four years college, one year library school; or
Three years college, one year library school and 2 years experience; or
Two years college, one year library school and 4 years experience; or
One year college, one year library school and 6 years experience; or
Four years college, 6 weeks library school and 3 years experience; or
Three years college, 6 weeks library school and 5 years experience; or
Two years college, 6 weeks library school and 7 years experience; or
One year college, 6 weeks library school and 9 years experience; or
Four years high school or equivalent, one year library school and 8 years experience; or
Fourth grade requirements plus 3 years successful experience under conditions specified for Grade 4.

Librarian's professional three-year certificate (Grade 4)

Three years college and one year library school; or
Four years high school or equivalent, 6 weeks library school and 8 years experience; or
Four years high school or equivalent, library training class and 8 years experience; or
Four years college and one year experience; or
Three years college and 3 years experience; or
Two years college and 5 years experience; or
One year college and 7 years experience; or
Four years high school or equivalent, and 9 years experience as librarian; or
Four years high school or equivalent, and 9 years experience as a library assistant in a library area of over 7,000 population.

Library workers one-year certificate (Grade 5)

One year college and 3 years experience; or
Four years high school or equivalent, 6 weeks library course and 3 years experience; or
Four years high school or equivalent, and 4 years experience as librarian or library assistant in a library area of 3,000 or more population.
(Applicable only to those in positions previous to January 1, 1934.)

Definitions

Library schools - Schools accredited by the A.L.A. Board of Education for Librarianship.

Standard summer library school - A course of 6 weeks. (90 hours)

Library training class - A 6 months course with lectures, class work, and practical work directed by competent instructors and supervisors.

(Equivalent to a summer library school course of 6 weeks, 90 hours.)

Responsible position - The phrase indicates the position of librarian, assistant librarian, head of a department or branch, a specialist (such as a cataloger), senior assistant and children's librarian, in a library area of 10,000 or more population.

Promotions and renewals. To obtain a renewal of a certificate or to qualify for the next higher grade certificate the candidate must not only meet the conditions specified but submit evidence of successful work under the present grade of certificate held, and evidence of professional growth.

MONTANA

The Board of Library Examiners of the Montana State Library Association issues certificates to librarians under a voluntary plan adopted by the Association, May 5, 1942.

Librarian's Professional Certificate requires evidence of personality and aptitude for the library profession and;

Graduation from the State University of Montana with a major in library science; or

Graduation from any library school accredited by the American Library Association; or

Qualifications for service as a county librarian under the provisions of the Montana statutes.

This certificate may also be granted to other applicants who prove by examination that they possess the attainments and abilities equivalent to those of a library school graduate, are able to carry on library work efficiently, and are qualified by personality and aptitude for the profession.

Validity: Valid for an unlimited time; shall not lapse until the holder has been out of library service 5 years.

Librarian's Limited Certificate

Persons employed in library work of professional grade but unable to qualify for a Librarian's Professional Certificate are eligible for a Librarian's Limited Certificate.

Validity: Valid only for service in the library specified for as long as the holder is employed in the said library.

Provisional Certificate

When professionally trained and qualified librarians are not available the Board of Library Examiners may at its discretion grant Provisional Certificates to other applicants, this certificate to be good only in the library specified and to be limited to 2 years.

Under the law providing for the establishment of county libraries, a county librarian must have received, prior to appointment, a certificate of qualification for the office from the Board of Library Examiners.

NEBRASKA

The Certification Board of the Nebraska Library Association issues certificates under a voluntary plan adopted by the Association in 1934;

Certificates based on education and training

First Grade Certificate requires: 4 years college, 1 year library school, 2 years experience.

Second grade certificate and 2 years experience in a library area of 10,000 population or more.

Second Grade Certificate requires: 4 years college, 1 year library school
3 years college, 1 year library school, 1 year experience
2 years college, 1 year library school, 2 years experience
1 year college, 1 year library school, 3 years experience
4 years college, at least 6 weeks library school, 2 years experience
3 years college, at least 6 weeks library school, 3 years experience
2 years college, at least 6 weeks library school, 4 years experience
1 year college, at least 6 weeks library school, 5 years experience
4 years high school, 1 year library school, 6 years experience
Third grade certificate and 7 years experience in a library area of 5,000 population or more.

Third Grade Certificate requires: 4 years college, 1 year experience
4 years high school, 6 weeks library school, 1 year experience
4 years high school, 4 years experience in a library area of 2,000 population or more.

Fourth Grade Certificate requires: 4 years high school, 2 years experience.

Certificates based on experience

First Grade Certificate requires: 10 years experience in executive position in a library area of 10,000 population or more.

10 years experience as library assistant in a library area of 20,000 population or more.

Second Grade Certificate requires: 10 years experience in executive position in a library area of 5,000 population or more.

10 years experience as library assistant in a library area of 10,000 population or more.

Third Grade Certificate requires: 8 years experience in executive position in a library area of 2,000 population or more

8 years experience as library assistant in a library area of 5,000 population or more.

Fourth Grade Certificate requires: 6 years experience in executive position in library area of less than 2,000 population

6 years experience as library assistant in a library area of 2,000 population or more.

All librarians employed previous to January 1, 1935, not offering any library training, will be granted a certificate based on experience only, graded according to the length and type of service and size of library and community served, as indicated in the above standards. No certificates will be granted on experience if the applicant was not employed within the last five years.

NEW HAMPSHIRE

The Certification Board of the New Hampshire Library Association issues certificates under a voluntary plan adopted by the Association in September, 1937.

Grade I Certificate requires:

Graduation from college or the equivalent in special courses, plus one year of library school, plus 5 years successful experience in a responsible library position.

Qualifies the holder for position as librarian in charge of library areas of 10,000 or more population, with the exception of Manchester.

Renewal not necessary.

Grade II Certificate requires:

Graduation from accredited library school; or

Completion of at least one year of college work, plus 6 weeks of library training plus 3 years library experience.

Qualifies the holder for position as librarian in charge of library areas of 5,000 to 10,000 population, or as head of department in a large library.

Renewal not necessary.

Grade III Certificate requires:

High school graduation, plus 6 weeks of library training, plus one year's experience in library work.

Qualifies the holder for position as librarian in library areas of 3,000 to 5,000 population, or as assistant in a larger library.

Grade IV Certificate requires:

High school graduation, plus 2 summer institutes.

Qualifies the holder for position as librarian in library areas of 1,000 to 3,000 population.

Renewal required every 2 years if holder submits standard library report and some evidence of professional study or effort.

Grade V Certificate requires:

High school graduation, plus 2 weeks summer institute.

Qualifies the holder for position as librarian in library areas of 500 to 1,000 population.

Renewal required every 2 years if holder submits standard library report and some evidence of professional study or effort.

Grade VI Certificate requires:

High school graduation

Qualifies the holder for position as librarian in library areas of less than 500 population.

Renewal required every 2 years if holder submits acceptable annual library report and some evidence of professional study and effort.

Note: Exceptions may be made and certificates granted when, in the opinion of the Certification Board, the applicant has had the equivalent of, or satisfactory substitute for, the requirements. The Certification Board may grant a temporary certificate to an applicant lacking the necessary experience, in order that the applicant may have opportunity to qualify.

NEW JERSEY

The Board of Certification of the New Jersey Library Association issues certificates under a voluntary plan adopted by the Association in November, 1938.

The plan provides that within 6 months after the effective date of the act, librarians and full-time assistants in all municipal, county and state libraries in the state shall hold a certificate of the proper grade issued by the State Board of Certification. Librarians in proprietary and association libraries may be granted certificates upon request.

The Board is empowered to grant librarians' certificates of proper grade without examination to applicants who are graduates of accredited library schools for general library training, and to grant certificates of proper grade to other applicants when it has satisfied itself by professional and general examination that the applicant has the necessary attainments and abilities and is qualified to carry on library work ably and efficiently. These qualifications and attainments shall equal those for the proper grade in the Classification of Professional and Subprofessional Positions in Municipal Libraries in New Jersey Adopted by the New Jersey Library Association, October 15, 1936.

Any person not a graduate of an accredited library school but who has served as a chief librarian or a full-time assistant on the payroll of any municipal, county, state, proprietary or association library in New Jersey for at least one year prior to the enactment of this act, shall be granted, on application within 3 months, a certificate without examination, but such certificate shall be good only for the grade specified therein and for the position then occupied.

The Public Library Commission also issues certificates for public library service to applicants who have completed 30 credits in library economy. Grade A Certificate requires 2 years of academic college credit and 30 credits in library economy, 14 of which must be resident credits in an approved library school. Grade B Certificate requires high school education and 30 credits in library economy.

NEW MEXICO

The State Library Commission created by act of the legislature in 1941, is authorized to develop a high quality personnel by cooperating with local library agencies in administration of standards of service and certification of librarians.

NEW YORK

Public libraries. The Commissioner of Education issues certificates under regulations of the State Education Department of the University of the State of New York, approved by the Board of Regents. The Commissioner of Education determines in all cases the equivalent of general education requirements.

Librarian's graduate library school life certificate

General education: 4 full years study in a registered college or university with evidence of satisfactory completion, or its equivalent.

Professional education: 2 full years work in an approved library school, one year of which shall have been of recognized graduate grade, with evidence of satisfactory completion.

Validity: Valid for life in personnel grades 1 - 5 in any public or free library.

Librarian's professional life certificate

General education - Same as for preceding certificate.

Professional education: one full year of work in an approved library school with evidence of satisfactory completion.

Validity: Valid for life for personnel grades 1 - 4 in any public or free library.

Librarian's professional 5-year certificate

General education: Completion of 3 full years work in a registered college or university or its equivalent, and in addition

Professional education: Completion of one full year of work in an approved library school.

Validity: Valid for 5 years from date of issue; may be renewed upon submission of evidence of successful work during the period for which the certificate was issued. It shall qualify for employment in any public or free library for personnel grades 1 and 2.

Librarian's professional 3-year certificate

General education: 2 full years work in a registered college or institution of equivalent standards with evidence of satisfactory completion.

Technical education: Not less than 16 semester hours or a full half year's work in an approved library school or training class with evidence of satisfactory completion

OR

General education: 4 full years work in a registered college or institution of equivalent standards with evidence of satisfactory completion.

Technical education: Completion of an approved library apprentice class of not less than 8 weeks' duration.

Validity: Valid for 3 years from date of issue; may be renewed for a like period upon submission of evidence of successful work during the period for which the certificate was issued. It shall qualify for employment in any public or free library for personnel grade 1.

Library worker's 1-year certificate

General education: 4 full years work in an approved high school or institution of equivalent standards with evidence of satisfactory completion.

Technical education: Not less than 6 full weeks' work in a short library course in an approved library school or class with evidence of satisfactory completion.

Validity: Valid for one year from date of issue; may be renewed for a like period upon submission of evidence of successful work during the period for which the certificate was issued. It shall qualify for service in libraries in villages of not more than 2,000 population.

Advancement in grade of certificate. The holder of any grade of professional certificate shall be entitled to its validation for service in the next higher personnel grade on the completion of 2 years of tested and approved experience in the grade. Such experience must have been in a registered or approved library and must be certified as satisfactory by the librarian in charge or in the case of a head librarian, by the chairman of the library board. The experience of professional assistants shall also be tested by a system of efficiency ratings or promotion examinations or by a combination of ratings and examinations. Validation for service in a higher personnel grade shall be recorded on the certificate, and in the records of the Education Department. All certificates validated for personnel grade 4 or any higher personnel grade shall continue in force for the life of the holder without further renewal.

Non-resident librarians. The committee on certification may evaluate the credentials of non-resident librarians seeking employment in New York State and of librarians in special, college and reference libraries in New York State, not required to hold certificates under these regulations. If the certified record of training and experience is found to be fairly equivalent to that required for any grade of librarian's certificate as specified herein, the committee may authorize the issuance of the proper grade of librarian's certificate. Certificates which are issued by proper authorities of states requiring librarians' certificates may be accepted in lieu of the corresponding grades of New York State certificates.

Exemption of positions. If a registered library at any time finds it impossible to secure a satisfactory certificated candidate for a high library position requiring peculiar administrative ability or unusual training in the sciences, engineering or fine arts, the library board may submit to the Commissioner of Education, a statement of the facts involved and request the temporary classification of such position in the class of position exempt from these regulations.

County libraries. Under the law amending the education law relating to county libraries, the Commissioner of Education is authorized to establish regulations for the certification of county librarians and professional assistants.

NORTH CAROLINA

Under the law enacted in 1933, the Library Certification Board issues certificates to head librarians of incorporated cities, towns or counties:

Librarian's professional certificate

General education: Completion of a 4-year course of study in a 4-year standard college or university, or its equivalent.

Professional education: One full year of work in an accredited library school with evidence of satisfactory completion.

OR

General and professional education: Four-year course of study in a 4-year standard college or university, including one full year of work in an accredited library school with evidence of satisfactory completion.

Librarian's certificate, First Grade

General education: Completion of at least 2 full years work in a standard junior college, a 4-year standard college, or university, or its equivalent.

Technical education: Not less than 12 semester hours in an accredited library school with evidence of satisfactory completion.

Librarian's certificate, Second Grade

General education: Same as for Librarians Certificate, First Grade.

Technical education: Not less than 6 semester hours in an accredited library school with evidence of satisfactory completion.

Validity

Cities or counties of more than 35,000 population in the library service area: Head librarian must hold a librarian's professional certificate and have rendered 3 years of satisfactory library service. Head librarian of a branch library shall hold a librarian's professional certificate and have rendered one year of satisfactory library service.

Cities or counties of less than 35,000 population in the library service area may employ as head librarian or head of a branch library a person who holds a librarian's professional certificate.

Cities or counties of less than 15,000 population in the library service area may employ as head librarian or head of branch library a person who holds a librarian's certificate, first grade and has rendered one year of satisfactory library service.

Cities or counties of less than 6,000 population in the library service area may employ as librarian or head of a branch library a person who holds a librarian's certificate, second grade.

All certificates shall be valid for life.

OHIO

Under the law providing for the establishment of county district libraries, a county librarian must hold a certificate of qualification issued by the State Board of Library Examiners.

Requirements:

One year of training in an accredited library school.

A degree from a recognized college or university.

5 years successful library experience.

The Board may recognize equivalent education and experience and hold examinations to test fitness of the applicants.

OKLAHOMA

The Board of Library Examiners issues certificates to the head librarian of a free public library, state school library or public school library maintained by cities of the first class. Oklahoma certificates are not issued to residents of other states until they have given satisfactory proof of their intention to establish residence in Oklahoma.

First Grade Certificate (post graduate degree in library science)

Education: Four years college course, and

Library training: One year post graduate course with a degree in library science.

Second Grade Certificate (B.A. or B.S. in Library Science)

Education: Four years college course, including

Library training: One year library science course with a degree in library science.

Third Grade Certificate. (15 semester hours in library science)

Education: Two year college course

Library training: Not less than a full half year's work, 15 semester hours credit, toward a degree in library science.

Library Worker's Certificate (8 semester hours in library science)

Education: Four years high school course, and

Library training: Eight semester hours in library science.

Experience: One year of experience under a librarian with a first grade certificate.

All library courses offered for credit must be from a school accredited by the A.L.A. Board of Education for Librarianship.

PENNSYLVANIA

The Certification Board of the Pennsylvania Library Association issues certificates under a voluntary plan adopted by the Association in October, 1937:

Grade A Certificate

Requirements:

College degree, plus one year training in a library school accredited by A.L.A. Board of Education for Librarianship, plus 5 years experience in responsible position in a certified library.

Graduation from a library school accredited by A.L.A. Board of Education for Librarianship, plus 5 years experience in responsible position in a certified library. (Final date for application, Jan. 1, 1940.)

College degree, plus 10 years experience in responsible position in a certified library in a specialized field. (Final date for application, Jan. 1, 1940.)

Fifteen years experience in a responsible library position in a certified library. (Final date for application, Jan. 1, 1940.)

Validity: Certification for life.

Grade B Certificate

Requirements:

College degree, plus 5 years experience in responsible position in a certified library, plus 12 semester hours in summer library course.

Three years college, plus one year in a library school accredited by A.L.A. Board of Education for Librarianship, plus 2 years experience in a responsible position in a certified library.

Two years college, plus 12 credits in summer library course, plus 10 years experience in a responsible position in a certified library.

Graduation from a library school accredited by A.L.A. Board of Education for Librarianship, plus 2 years college, plus 3 years experience in a responsible position in a certified library.

Grade C Certificate, plus 5 years additional experience in a responsible position in a certified library. (Final date for application, Jan. 1, 1948.)

Validity: Certificate valid for 5 years; renewable for 5 year periods indefinitely.

Grade C Certificate

Requirements:

College degree, plus 6 credits in summer library course or approved training class, plus 2 years experience in an approved position in a certified library.

One year of college, plus 6 credits in summer library course or approved training class, plus 3 years experience in an approved position in a certified library.

High school graduation, plus additional college credits (15-30), plus 6 credits of summer library course or approved training class, plus 5 years experience in an approved position in a certified library.

Five years experience in an approved position in a certified library, plus 6 credits in summer library course or approved training class. (Final date for application, Jan. 1, 1943.)

Validity: Certificate valid for 5 years; renewable for 5 year periods.

Grade D Certificate

Requirements:

High school graduation, plus 6 credits of summer library course, or approved training class, plus 3 years of experience in a certified library.

Validity: Certificate valid for 5 years; renewable only upon recommendation.

Explanation of terms used

Responsible position - A position which is of a distinctly professional character. In a library serving less than 10,000 people it must involve administrative functions such as those of chief librarian, department heads, or first assistants. In a larger library it may involve positions with no administrative duties and specialists whose positions do not require library training.

Approved position - That of a general assistant in order, reference, periodical or circulation work in the adult or juvenile departments, or librarian in a smaller community.

Certified library - A library approved for experience by the Certification Board.

Librarian - Any professional employee of a library. Applicants may include present or former librarians, or persons qualified to serve as librarians.

SOUTH CAROLINA

The Board of Directors of the State Public Library Association created by act of the legislature, 1935, is empowered to issue certificates to librarians, or those desiring to become librarians, in accordance with standards and under conditions prescribed by the Board.

SOUTH DAKOTA

The Board of Certification of the South Dakota Library Association issues certificates under a voluntary plan adopted by the Association in October, 1937.

Certificates

- Grade A: Life certificate; requires 12 or more credits including one year of library school training.
Grade B: Five year certificate; requires 8 credits.
Grade C: Three year certificate; requires 5 credits.
Grade D: One year certificate; requires $2\frac{1}{2}$ credits

Credits will be allowed on the following basis:

4 year college course	4 credits
3 year college course	3 credits
2 year college course	2 credits
1 year college course	1 credit
1 year library school course	4 credits
1 year post-graduate college work	1 credit
1 year post-graduate library course	2 credits
1 summer school post-graduate library course	$\frac{1}{2}$ credit
Summer school library short course	1 credit
Library apprentice or training course	1 credit
For each year of administrative library experience	1 credit
For each year of other library experience	$\frac{1}{2}$ credit

A maximum of 4 credits will be allowed for experience without additional education. Business school education shall be limited to $\frac{1}{4}$ credit per year. Not less than $\frac{1}{4}$ credit will be allowed for education. For a joint course consisting of 3 years college plus one year of library school, 6 credits will be allowed.

The Board of Certification shall have the right to require satisfactory proof that applicants are entitled to any credits claimed, to define the requirements as listed above and to determine what may be accepted as equivalents of college work.

Library school courses offered for credits must be in schools accredited by the Board of Education for Librarianship of the American Library Association.

Apprentice or training course work offered for credits must consist of at least 6 month's apprenticeship in a library approved by the Board of Certification or an intensive course of not less than 6 weeks in an approved library.

Administrative library experience shall be defined as administration or supervision of a tax-supported library, open for a minimum of 30 hours per week, or direction of one or more full-time assistants.

In defining a full-time assistant or allowing credits for library experience, a minimum basis of a working week of not less than 30 hours a week, for not less than 36 weeks in a year shall be considered.

The Board shall have the power to accept certificates issued by certification boards or similar boards in other states in lieu of the above qualifications and issue to their holders South Dakota certificates of corresponding grade.

The Board shall place on the accredited list of libraries in the State of South Dakota only those libraries meeting the following certification standards:

Cities or counties with population of 10,000 or more

Public libraries - Chief librarian - Grade A Certificate

Full-time professional assistants - Grade B Certificate

School libraries - Chief librarian - Grade B Certificate

Cities or counties with population of 5,000 to 10,000

Public libraries - Chief librarian - Grade B Certificate

Full-time professional assistants - Grade C Certificate

School libraries - Grade C Certificate

Cities or counties with population of 2,500 to 5,000

Public libraries - Chief librarian - Grade C Certificate

Full-time professional assistants - Grade D Certificate

School libraries - Grade D Certificate

Cities or counties with population of less than 2,500

Public libraries - Chief librarian - Grade D Certificate

School libraries - Grade D Certificate

College, normal and university libraries

Chief librarian - Grade A Certificate

Full-time professional assistant - Grade B Certificate

State library and free library commission

Chief librarian or director - Grade A Certificate

Full-time professional assistants - Grade B Certificate

TENNESSEE

An act authorizing the State Board of Education to issue certificates to librarians was passed by the General Assembly of the State of Tennessee, May 14, 1937. The following sections are quoted on advice of the Committee on Certification, Tennessee Library Association:

Section 2. . . . The State Board of Education shall set up standards and shall adopt rules and practices by which these librarians' certificates are to be issued and in doing so shall take into account the recommendations of the Advisory Committee of Librarians herein provided.

Section 3. . . . The Advisory Committee of Librarians ... shall consist of the Librarian of the University of Tennessee who shall be Chairman of the said Committee, a representative from the State Department of Education, the President of the Tennessee Library Association or one appointed by the President, and two librarians, representing respectively the public and school library fields, to be selected from a list of three names for each position

submitted by the Tennessee Library Association and appointed by the Commissioner of Education for a period of four years, or until their successors are appointed, their terms to expire in rotation.

Section 4. . . . The State Board of Education shall pass upon the qualifications of persons applying for the position of librarian or professional library assistant in any library supported wholly or in part from public funds or in any State-supported library agency.

Section 5. . . . from and after July 1, 1938, all governing boards of the libraries designated in the preceding paragraph shall be required to appoint to all vacant and new professional library positions falling under their respective jurisdictions only persons who prior to installation hold proper certificates as prescribed by the State Board of Education.

Section 6. . . . the State Board of Education shall provide for the certification of the following groups:

- (1) All professional librarians and professional library assistants in libraries subject to this Act in service at the time of the passage of this Act.
- (2) Professional librarians and professional library assistants who are serving in libraries not designated above in Section 4, including librarians in other than publicly supported libraries.

Section 7. . . . the State Board of Education may evaluate certificates issued by the proper authorities of other states requiring the certification of librarians and may accept such certificates in lieu of corresponding certificates in this State, or may issue or cause to be issued certificates in this State, to such persons holding such certificates from other states.

Section 8. . . . applications for library certificates . . . shall be made to the Commissioner of Education in such manner and form as the State Board of Education may specify. The fee specified by the State Board of Education shall accompany each application and shall be deposited with the State Treasurer to the credit of the State Department of Education.

Section 9. . . . that all laws and parts of laws in conflict with this Act be, and the same are hereby repealed, and this Act shall take effect from its passage, the public welfare requiring it.

TEXAS

Under the law providing for the establishment of county libraries, a county librarian, prior to appointment, must have received from the State Board of Library Examiners a certificate of qualification for office. Examinations are held twice a year.

Eligibility for the examination. Candidates must:

Have a general education including not less than one successful year in college.

Have actual and successful library experience of not less than one year in a library in direct charge of a trained or experienced librarian, or a library degree from a library training agency accredited by the American Library Association or by a regional accrediting agency.

Have good health and be free from serious physical disability.
File, at least 14 days before the date set for the next examination,
an application, on a form secured from the Chairman.

Exemption from the examination. An applicant having a library science degree from a training agency accredited by the American Library Association or by a regional educational accrediting agency (e.g. Southern Association of Colleges and Secondary Schools), or a certificate comparable to the Texas County Librarian's Certificate from another state, may apply for exemption from Part I and Part II of the examination except from the section of Part I dealing with library law and conditions in Texas. No exemptions will be granted from Part III. Discretion for exempting lies wholly with the Board.

The examination is intended to investigate the candidate's knowledge of (1) library law and conditions in Texas and the United States; (2) books and reference tools; (3) cataloging and classifying; (4) ability to organize information and express ideas; and (5) to discover the candidate's personal fitness for library work.

Part I is an objective test covering (1), (2), and (3) above; Part II is an essay question covering (4); Part III is an interview, conducted by the examiner, which is supplemented by statements made by persons knowing the candidate. Examinations are not given outside the State of Texas. In order to qualify for a certificate, the candidate must receive a rating of "satisfactory" on each part of the examination.

An applicant satisfying the requirements of the State Board of Library Examiners will receive a certificate which makes him eligible for appointment as county librarian of any county in the State. This certificate is valid for 2 years.

The librarian of a municipal library, which by contract assumes the functions of a county free library within the county with which the contract is made, shall hold or secure a county librarian's certificate from the State Board of Library Examiners.

VIRGINIA

The State Board for the Certification of Librarians, established by act of the legislature in 1936, is authorized to establish grades of certificates, to prescribe and hold examinations, or require submission of credentials, and to establish the qualifications of those seeking certificates as librarians.

The Board is empowered to grant librarians' certificates of appropriate grades without examination to applicants who are graduates of library schools accredited by the American Library Association for general library training, and to grant certificates of appropriate grades to other applicants when it has satisfied itself by examination or credentials that the applicant has attainments and abilities equivalent to those of a library school graduate and is qualified to carry on library work ably and efficiently.

Any person not a graduate of a library school accredited by the American Library Association, but who has served as a librarian or a full-time professional assistant in any library in the State for at least one year of continuous service or the equivalent thereof prior to the date when the act became effective, shall be granted a librarian's certificate of appropriate grade without examination.

The Board issues one grade of certificate, the Librarian's Professional Certificate, valid for life. Noted on the certificate is the method by which the holder qualified for it and any needed special statements.

A public library serving a political sub-division or sub-divisions having over 5,000 population and every library operated by the State or under its authority, including libraries of institutions of higher learning shall not have in its employ, in the position of librarian or in any other full-time professional library position, a person who does not hold a librarian's certificate issued by the board.

No public fund shall be paid to any library failing to comply with this section. Nothing in this section shall apply to the State law library or law libraries of counties and cities, or to libraries of public, elementary and high schools.

Definition of Full-Time Professional Library Position

Basic definition. Law - A professional library position, as used in this section, is one that requires a knowledge of books and of library technique equivalent to that required for graduation from any accredited library school.

Complete definition. Regulation - A full-time professional library position is one which, in the opinion of the head librarian with the approval of his library board or his immediate superior and with the favorable review of the Board, requires an incumbent who has a knowledge of books and of library technique equivalent to that required for graduation from a library school accredited by the American Library Association for general library training, and which requires in a public library full-time library work of at least 36 hours a week for a continuous year with not more than 30 days vacation, and in a library of an institution of higher learning full-time library work for at least 36 hours a week for the academic year.

WASHINGTON

The State Board for the Certification of Librarians, created by act of the legislature in 1935, is authorized to prescribe and hold examinations to test the qualifications of those seeking certificates as librarians, to grant librarians' certificates without examination to applicants who are graduates of library schools accredited by the American Library Association for general library training, and to grant certificates to other applicants when it has satisfied itself by examination that the applicant has attainments and abilities equivalent to those of a library school graduate and is qualified to carry on library work ably and efficiently.

The law provides that any person not a graduate of a library school accredited by the American Library Association, but who has served as a librarian or a full-time assistant in any library in the State for at least one year or the equivalent prior to the effective date of the act, shall be granted a certificate without examination. Such certificate must specify the position for which it is valid.

A library serving a community having over 4,000 population shall not have in its employ, in the position of librarian or in any other full-time professional library position, a person who does not hold a librarian's certificate issued by the Board.

A full-time professional library position is one that requires a knowledge of books and of library technique equivalent to that required for graduation from an accredited library school.

The provisions regarding certification apply to every library serving a community having over 4,000 population and to every library operated by the state or under its authority, including libraries of institutions of higher learning: Provided, That nothing in this section shall apply to the state law library or to county law libraries.

WISCONSIN

The Public Library Certification Board, created by act of the legislature in 1921, issues certificates to librarians and full-time assistants in all public libraries of the state, except Milwaukee, supported in whole or in part by public funds. The provisions of the act do not apply to any public library maintained wholly or in part at state expense.

Certificates issued to librarians and assistants are of the following grades:

Grade One Certificate requires 3 years college work, one year course in an accredited library school, and 2 years successful experience.

Grade Two Certificate requires one year of college work, one year course in an accredited library school, and 2 years successful experience.

Grade Three Certificate requires high school graduation, 6 weeks course in an accredited library school, and one year of successful experience.

Grade Four Certificate requires high school graduation; and such additional requirements as shall satisfy the Board that the applicant is able to do successful library work in the position to which such library certificate makes him eligible.

Whenever any applicant for a library certificate does not have the academic and library school training prescribed above, the Board may issue a certificate of any grade if it satisfy itself by examination or otherwise that the applicant has attainments substantially the equivalent of such prescribed education and training and that all other conditions are met.

The Board may issue to any person who has the required academic and library training qualifications but lacks the required library experience, a license to engage in certain library work for not to exceed one year. If at the end of the year for which such license is issued, the Board is satisfied that said person has done successful library work during said year, it may renew such license for one year in cases where 2 years experience is required to qualify for the library certificate desired.

In a city of over 8,000 population no person shall be appointed as chief librarian who does not hold a first grade certificate. Similarly a second grade certificate is required for a person appointed as librarian in a city of 4,000 to 8,000 population. For librarian in a city of 2,000 to 4,000 population at least a third grade certificate is required. For all other full-time appointments as least a fourth grade certificate is required.

If the Certification Board is of the opinion that the board of directors or other governing body of any library in a city of 2,000 population or over is unable to secure as librarian in charge of such library a person who holds the requisite certificate, the Board may grant to such library board a permit to employ a person without the required certificate for a period of not to exceed 6 months, and such permit, in case of emergency, may be once renewed for a period of 6 months.

County Libraries. The librarian in charge of a county library must hold a Grade One Certificate issued by the Public Library Certification Board.

AMH:P

May, 1942

**CERTIFICATION OF LIBRARIANS;
a geographic summary**

Part II

**State certification requirements
for school librarians and teacher-librarians
revised May, 1942**

**Board of Education for Librarianship
of the
American Library Association
1942**

American Library Association
BOARD OF EDUCATION FOR LIBRARIANSHIP
520 North Michigan Avenue
Chicago, Illinois

State certification requirements
for school librarians and teacher-librarians

Information contained in this summary was obtained from the state departments of education and other responsible authorities in each state. Unless otherwise specified certificates are issued by the state department of education. In every case the requirements are minimum. Further details and interpretation of requirements should be obtained from the state departments of education.

Note: One college session hour is equal to two semester hours of credit. Three quarter hours are equal to two semester hours of credit. Unless otherwise specified the term "approved" indicates approval by the state department of education or other state certificating group.

ALABAMA

Special certificates in library science are not issued. "Library science" can, however, be named on the face of the secondary teacher's certificate as a subject which the holder is authorized to teach in high schools if he has in library science a major of 24 semester hours, a minor of 18 semester hours or a sub-minor of 12 semester hours.

In high schools approved by the Southern Association the school librarian must hold a Class B Secondary Professional Certificate and present a degree in library science. In other high schools librarians are likely to be required to meet the same standards. A Class B Certificate requires (1) a bachelor's degree, (2) prescribed credits in academic subjects, (3) 24 semester hours in Education, (4) an academic major of 24 semester hours and (5) an academic minor of 18 semester hours.

ARIZONA

No special school librarian's certificate is issued. A school librarian who supervises a study hall must hold a teaching certificate which covers the grades supervised.

CALIFORNIA

According to an amendment to the school code enacted in 1941, no person shall be employed as a librarian for more than 2 hours a day in any elementary or secondary school, unless such librarian holds a valid certificate of proper grade authorizing service as a librarian, or a valid elementary school teachers certificate if such person is employed to serve in an elementary school, or a secondary school certificate if such person is employed to serve in a secondary school. A high school librarian must hold a special secondary credential in librarianship which requires:

(a) Completion of 4-year college course with a bachelor's degree, (b) 24 semester hours of special training in a library school accredited by the American Library Association, (c) a minimum of 16 semester hours in the fields of English, science, social studies and physical education, (d) 15 semester hours in education. This credential is issued for a period of 2 years and may be renewed thereafter for periods of 5 years upon verification of at least 5 months of successful school library experience in the public schools of California.

CONNECTICUT

Five-year certificate for school librarians is issued to college graduates who have completed at least one full year of work in an approved library school. This certificate may be made permanent after 5 years of satisfactory service as a school librarian.

Three-year certificate for school librarians requires completion of at least one full year of work in an approved library school. It may be renewed for 3-year periods upon evidence that the holder has done satisfactory work during the life of the certificate. After 5 years of satisfactory service as a school librarian the holder may receive a 5-year school librarian certificate.

DELAWARE

A school librarian's certificate is required for full-time librarians. Requirements: Bachelor's degree with 18 semester hours in library science as a part of undergraduate courses or subsequent thereto. The certificate may also be granted to holders of a high school teacher's certificate or a collegiate certificate in elementary education who have had in addition at least 12 semester hours in library science. In general a bachelor's degree, including a minimum of 18 semester hours in Education, is required for teaching certificates.

DISTRICT OF COLUMBIA

License XIX is required of librarians in teachers colleges and senior high schools. Candidates for the examinations for this license must hold a bachelor's degree and have completed not less than one year of training in library science in addition to, or as a part of, courses leading to the bachelor's degree. The candidates must also meet prescribed requirements of United States citizenship, age limit and good moral character.

FLORIDA

A full-time school librarian must hold a graduate certificate which is required of all beginning teachers. Requirements: Graduation from an accredited institution of higher education; requirements regarding the United States Constitution, recency of credit and quality of credit; requirements in general education; 18 semester hours in Education; 24 semester hours in library science.

For part-time librarians "restricted library" may be entered on the certificate with 12 semester hours of library science.

GEORGIA

A certificate marked librarian requires 9 semester hours in Education and 30 semester hours in library science, including Administration, Reference and Bibliography, Cataloging and Classification, and Book Selection.

A certificate marked teacher-librarian requires 9 semester hours in Education and 12 semester hours in library science, including Organization and Activities of the Library, Reading Guidance, and the School Library as an Information Laboratory.

Institutions in Georgia offering courses for teacher-librarians must follow the recommendations of the curriculum committee on library training if their students are certificated. These recommendations specify (1) a minimum curriculum of 12 semester hours in library science to include Organization and Activities of the School Library, 3 semester hours, with at least 18 hours of observation and practice in a demonstration school library or other efficiently administered school library; Classification and Cataloging for the School Library, 3 semester hours; The School Library as an Information Laboratory, 3 semester hours; Reading Guidance and Book Selection for Young People, $1\frac{1}{2}$ semester hours; Reading Guidance and Book Selection for Children, $1\frac{1}{2}$ semester hours; (2) emphasis in the curriculum on a wide knowledge of books and teaching materials; (3) admission limited to those students who rank in the upper half of their academic classes and who have completed all work required on the junior college level in an accredited college or university.

ILLINOIS

Criteria for the evaluation of secondary schools by the State Superintendent of Public Instruction and for the accrediting of such schools by the University of Illinois include the following:

The library is under the direction of a properly qualified person.

(a) Schools enrolling more than 500 pupils -- a high school librarian who has satisfactorily completed a year of study in a recognized college or university library school as a part of, or in addition to, the bachelor's degree.

(b) Schools enrolling 200 - 500 pupils -- a high school librarian as in (a) above or a teacher-librarian who has completed at least one-half year of study in library science.

(c) Schools enrolling fewer than 200 pupils -- a high school librarian or a teacher-librarian as in (a) and (b) above or a teacher who has had library training involving elementary courses in the selection and cataloging of books.

INDIANA

Each high school with a first class commission must employ a teacher with a regular license in library science, Option I, or a special license in library science; each high school with a continuous commission must employ a teacher with a license in library science. In enforcing these requirements the State Board of Education has provided that (1) a temporary permit may be issued upon request of the superintendent for a teacher with 12 quarter or 8 semester hours of credit in library science, and further, that temporary permits may be renewed upon completion of 3 semester hours of additional credit in library science; (2) full-time school librarians in service on November 1, 1929, or with 2 years of full-time service during the 10-year period ending November 1, 1929, shall not be required to meet license requirements; (3) the State Board of Education may at its discretion discontinue the issuance of temporary permits in library science.

Special license in library science requires: (a) Graduation from a library school accredited by the American Library Association (bachelor's degree) or completion of the bachelor's degree with 30 semester hours, undergraduate or graduate, of library science in an institution accredited by the State Board of Education; (b) completion of 15 semester hours in Education. Specific professional courses shall be the same as for other special high school teacher's licenses. The State Director of Teacher Training and Licensing may substitute a course for student teaching.

Regular high school license in library science, Option I, requires: (a) Bachelor's degree from an accredited college or normal school; (b) completion of 24 semester hours of approved library science credit; (c) completion of license requirements for at least one other subject or subject group; (d) completion of requirements in Education as for any regular high school teacher's license.

Regular high school license in library science, Option II, requires: (a) Bachelor's degree from an accredited college or normal school; (b) completion of 16 semester hours of approved library science credit; (c) completion of license requirements for at least one other subject or subject group; (d) completion of requirements in Education as for any regular high school teacher's license.

All licenses are valid in elementary schools. No institution shall be approved to offer training in library science for license purposes unless such institution holds membership in a regional, national or other association of similar rank.

Note: It is understood that licenses for school librarians and teachers are under revision. May, 1942.)

IOWA

Five-year special certificate for a librarian requires: (a) Degree or diploma from an institution approved by the Board of Educational Examiners; (b) standard secondary certificate which requires (a) above including 15 semester hours in Education, 15 semester hours in one subject field, 10 semester hours in each of two additional fields and 2 semester hours in American government; (c) one year's additional training in an approved library school or an academic major in library science.

Three-year special certificate for a teacher-librarian requires: (a) standard secondary certificate (see (b) above); (b) additional 6 weeks of study in an approved library school.

KANSAS

Effective September 1, 1943, high school librarians must present academic qualifications equivalent to those required of teachers in Class A high schools, including not fewer than 8 semester hours of college credit in library science.

The State Department of Education also recommends that each study hall teacher-librarian have some college hours in library science.

KENTUCKY

A full-time school librarian is required in high schools having an enrollment of 500 or more pupils.

Provisional certificate for a full-time school librarian requires: (a) General Preparation in academic subjects required for a Provisional High School Certificate; (b) 24 semester hours in library science, one additional major or two additional minors; (c) 6 semester hours in library practice and field work and 12 semester hours in Education.

Standard certificate for a full-time school librarian requires (a) completion of requirements for the provisional certificate above; (b) completion of a master's degree or a B.S. degree in library science in addition to the regular baccalaureate degree. Valid for 5 years, this certificate may be extended for life upon 3 years of experience as a full-time school librarian during the life of the certificate.

For part-time school librarians the following minimum preparation in library science is required in high schools having the enrollment specified: (a) Schools of 300 to 500 pupils - 18 semester hours in library science; (b) schools of 100 to 300 pupils - 12 semester hours in library science; (c) schools with less than 100 pupils - 6 semester hours in library science.

LOUISIANA

A full-time librarian is required in a high school with enrollment of 500 or more and must hold a high school certificate requiring: (a) Baccalaureate degree, (b) 12 to 15 college session hours in library science (c) minimum of 6 college session hours in Education, including 2 college session hours in practice teaching. Two weeks of full-time supervised practice in a school library or its equivalent will be accepted as meeting the practice teaching requirement.

A half-time librarian, required in a high school with enrollment of 200 to 500, must hold a high school certificate based upon the same requirements as for full-time librarian except that the library science requirement is 6 college session hours.

A part-time librarian, required in a high school with enrollment under 200, must hold a high school certificate based upon the same requirements as for a full-time librarian except that the library science requirement is 3 college session hours. Holders of Class X, Service High School Certificate, of Class I, Professional Certificate, and Class II, High School Certificates, who also meet requirements as to library science as detailed under the preceding paragraphs are also eligible for service as librarians.

Credits in the following courses in library science may be counted as				
Education: Children's Books	-	1	college session hour	
Book Selection for School Libraries	- 1	"	"	"
School Library Administration	- 1	"	"	"
Teaching the Use of Books and Libraries	$\frac{1}{2}$	"	"	"

Credentials for a certificate authorizing employment in school library service must be approved by the State Supervisor of School Libraries.

MICHIGAN

Under regulations effective as of July 1, 1942, any person newly employed as a full-time school librarian or a part-time school librarian is required to hold a valid Michigan certificate under the following minimum requirements: (1) The candidate must meet minimum requirements as stated in the Michigan Teachers' Certification Code as follows: "The candidate must be the holder of a bachelor's degree from an accredited institution, must have completed one major of 24 semester hours, two minors of 15 semester hours each, and 20 semester hours of Education, including 5 semester hours of Directed Teaching"; (2) the school librarian or part-time school librarian must have completed a library science major or minor; (3) a candidate presenting only a library science minor will be qualified to receive an elementary or secondary certificate only, not both.

Professional requirements. The certification code provides that: "Applicants who graduate from specific four-year curricula may substitute for methods and directed teaching such courses as are stipulated by the training institution and approved by the State Board of Education." The Board has approved the following interpretation for school librarians:

"Three semester hours of library 'methods' may be substituted for the required 3 semester hours of methods and 5 semester hours of library 'practice' may be substituted for the required 5 semester hours of Directed Teaching. Three semester hours of General Psychology may also be applied for certification. Hence it is possible to meet the professional requirements for certification by presenting the above listed courses and an additional 9 semester hours of Education in accordance with the directions of the institution recommending the certificate."

In-service teachers. Holders of College Life Certificates or Provisional Permanent Certificates may become qualified as school librarians by presenting a minimum of 15 semester hours in library science or by completing a full course of study in a school of library science. Certification regulations are not retroactive for school librarians holding positions prior to July 1, 1942. Such persons may continue in the same system with the same training but must meet the new requirements if a change is made to another school system.

MINNESOTA

A librarian employed to spend half or more of the school day in the library is required to hold a High School Standard Special Certificate for School Librarians. This certificate requires (a) completion of a degree from an institution accredited for the training of teachers, (b) a major of 30 semester hours in library science, (c) 15 semester hours in Education including 3 semester hours in each of the following courses: Educational Psychology, General Methods, Special Methods, Observation and Practice Teaching. The last two courses must be in the library field but may be counted toward the major of 30 semester hours in library science.

A teacher-librarian devoting less than one-half day to the library must hold a library endorsement requiring completion of a minimum of 6 semester hours in library science.

The State Department of Education recommends library service in high schools as follows:

Schools employing 5 to 24 teachers -- Certificated librarian or part-time librarian with a library endorsement -- not less than one period daily in the library.

Schools employing 24 to 49 teachers -- Certificated librarian -- one half time in the library.

Schools employing 50 or more teachers (a) Certificated librarian -- full-time in the library; (b) certificated library assistant for each additional 50 teachers or major fraction thereof -- full-time in the library.

MISSOURI

Librarians are required to present: (a) Baccalaureate degree from an accredited college or university, (b) completion of college work in 2 subject fields to qualify as a teacher in a first class high school, (c) completion of requirements in 3 subject fields and physical education, (d) minimum of 18 semester hours and maximum of 30 semester hours in Education, (e) 24 semester hours in library science.

Part-time librarians must present the same preparation as in (a) to (d) above, and (e) 7 semester hours in library science.

NEW HAMPSHIRE

Librarians in junior and senior high schools are required to have completed 4 years of post-secondary education, including 24 semester hours in library science in a standard institution. Teachers with such qualifications come under the following general certificating provision: "College graduates with 4 years of post-secondary education in standard institutions will be given non-renewable licenses for one year provided their courses included 12 semester hours of college work in Education, and after teaching with success for one year and meeting the examination requirements will be entitled to certificates."

NEW JERSEY

Elementary schools. The librarian and director of studies in the library must have an elementary teacher's certificate and either (a) 14 semester hours in required subjects of library economy or (b) 8 semester hours in required subjects of library economy before the issuance of the certificate.

Secondary schools. "Library studies" may be endorsed on the secondary school certificate as a major provided the applicant has taken 30 semester hours in required subjects in this field. It may be endorsed as a minor provided the applicant has taken 18 semester hours in required subjects in library economy. The holder of a secondary certificate who has no credit in library studies may secure a certificate qualifying him to serve as librarian and director of studies in the library of a high school by taking either (a) 14 semester hours in required subjects of library economy or (b) 8 semester hours in required subjects of library economy before the issuance of the certificate and 8 additional semester hours in this field during the life of the limited certificate.

<u>Required for teacher-librarian certificate</u>	<u>Semester hours</u>
Book selection (at least 2 credits in school library book selection)	4
Cataloging and classification (at least 2 credits in cataloging and classifying the school library)	4
Reference service (at least 2 credits in school library reference service)	4
School library administration - including accessioning, ordering and shelf-listing	4
	<u>16</u>

Required for major in school library service

The courses above	16
and in addition;	
Bibliography	2
Library material for school curriculum units	2
Library work as a profession - including the history of the book	2
Library work with children	2
Organization and use of public documents, pamphlet material and periodicals	2
Place of the library in the modern school	2
Teaching the use of books and libraries - including the technique of talks	2
Total credits	<u>30</u>

NEW YORK

School librarians are classified as teachers of special subjects. Two types of certificates are provided for teaching a special subject: (1) The provisional certificate and (2) the permanent certificate. In order to enable high school teachers to qualify for part-time library service in smaller schools, provision is made for the temporary validation of high school teaching certificates for part-time library service.

1. Provisional certificate for school library service

a. Requirements: Completion of an approved 4 year curriculum leading to the baccalaureate degree (or approved equivalent preparation) including or followed by 18 semester hours credit in education and 36 semester hours credit in library science distributed as follows:

<u>Courses</u>	<u>Semester hours</u>	
	<u>Min.</u>	<u>Max.</u>
Bibliography	12	18
Library administration	12	18
Nature and function of libraries	2	6
Guidance in reading	4	6
History of books, libraries and printing	2	4

b. Validity: The provisional certificate is valid for 10 years from date of issuance.

c. Eligibility for permanent certificate: The holder of a provisional certificate shall be eligible for the permanent certificate provided he completes prior to the termination date of said provisional certificate 30 semester hours in approved courses in addition to the minimum standard required preparation. The program of study to be offered by a school librarian toward satisfaction of this requirement should be submitted to the State Education Department for approval prior to the beginning of such study.

2. Permanent certificate for school library service

a. Requirements: Completion of an approved 5 year curriculum (30 semester hours in approved post-graduate courses in addition to the approved 4 year curriculum leading to the baccalaureate degree) including or followed by 18 semester hours credit in education and 36 semester hours credit in library science distributed according to the schedule for the provisional certificate above.

b. Validity: The permanent certificate is valid continuously except when the holder has not been regularly employed in a teaching, supervisory or administrative position in the public schools in New York State within a 5 year period or has not satisfied the in-service study and training requirement, in which case the validity of the certificate shall lapse.

c. In-service study and training requirement: The holder of a permanent certificate shall during each successive 10 year period from the date of issuance of this certificate complete 8 semester hours of approved professional activity other than classroom teaching. Courses, studies and activities offered by school librarians shall be submitted to the State Education Department for approval prior to the beginning of such study service.

3. Validation of a certificate for teaching an academic subject for part-time library service

The validity of the certificate for teaching an academic subject, issued upon 4 years of approved preparation, shall be extended by the Commissioner of Education to include part-time library service for 5 consecutive years on evidence that the holder has completed 16 semester hours in approved and appropriate library courses. This 5 year validation shall not be extended. The term "part-time" means that not more than 50 per cent of the teacher-librarian's time during each school day shall be assigned to school library service. Schools in which the secondary enrollment exceeds 500 must employ a certificated school librarian who devotes more than half time to library service.

Applications for school librarians' certificates

School librarians' certificates are issued only to qualified applicants who are employed or assured of appointment to positions in public schools in New York State, except in Buffalo and New York City. In those cities licenses or certificates are issued locally on the basis of regulations as high as, or higher than, those effective for other parts of the state.

Preparation in library science is accepted only when completed at institutions approved by the University of the State of New York.

Employment of school librarians

Unless otherwise authorized by special permission of the President of the University, every high school with an enrollment of over 50 pupils is required to establish and maintain a school library and to employ a head school librarian as hereinafter provided.

Enrollment in high school	School librarians' certificate required	Minimum time required for library work in each school day
100 maximum	One year certificate or higher grade	1 period
100 - 300	One year certificate or higher grade	2 periods
300 - 500	Three year certificate or higher grade	One-half day
500 - 700	Three year certificate or higher grade	5 periods
700 - 1,000	Five year certificate or higher grade	Full day
1,000 or more	Permanent certificate	Full day
Above 1,000	In addition an assistant librarian for each 1,000 pupils	Full day

NORTH CAROLINA

A full-time librarian must hold a certificate which requires (a) degree from a standard 4-year college, (b) requirements in Education not less than those for the Class A teacher's certificate, (c) 24 semester hours in library science taken in an accredited library school, including courses in Administration, Cataloging and Classification, Reference and Children's and Adolescent Literature.

A part-time teacher-librarian must hold a certificate which requires (a) degree from standard 4-year college, (b) requirements in Education necessary for the Class A teacher's certificate, (c) 12 semester hours in library science including courses in Administration, Reference and Children's and Adolescent Literature.

OHIO

A full-time school librarian in larger school systems must hold a Provisional Special Certificate in Library Science which requires: (a) Graduation from the 4-year college course of a teacher-training institution approved in the field of special training, (b) 15 semester hours in Education including prescribed courses taken as a part of or in addition to the requirements for the bachelor's degree, (c) 30 semester hours in library science well distributed over the following areas: Bibliographic, technical, administrative and field work.

A part-time school librarian in smaller schools must hold a Provisional High School Certificate which requires: (a) Graduation from a 4-year college course in an approved teacher-training institution, (b) 17 semester hours in Education including prescribed courses, (c) academic preparation in at least 3 teaching subjects of not less than 15 semester hours each. One of these teaching subjects must be library science, for which the requirement is 15 semester hours distributed over the following areas: Bibliographic, materials, technical, management and functions.

OKLAHOMA

The State Board of Library Examiners issues certificates to the head librarian of a free public library, state school library or public school library maintained by citizens of the first class. All library courses offered for credit must be from a school accredited by the A.L.A. Board of Education for Librarianship.

First grade certificate (post-graduate degree in library science) - Four year college course and one year post-graduate course with a degree in library science.

Second grade certificate (B.A. or B.S. in library science) - Four year college course including one year library science course with a degree in library science.

Teacher-librarian certificate to meet high school requirements only - Four year college course including not less than a full half year's work, 15 semester hours credit, toward a degree in library science.

Third grade certificate - Two year college course and not less than a full half year's work, 15 semester hours credit, toward a degree in library science.

Library worker's certificate - Four year high school course and 8 semester hours in library science; one year's experience under a librarian who has a first grade certificate.

OREGON

School librarians and teacher-librarians must hold a special certificate issued on recommendation of the employing superintendent according to the following standards:

High schools with an enrollment of 150 or less pupils: Except in schools limited to the basic program of studies as provided in Standard No. II, a teacher who has completed at least 6 term hours in library science to include courses in (a) preparation of books for a school library and (b) use of books and library materials, and who is scheduled for at least 2 hours each day for library duty.

High schools with an enrollment of 150-500 pupils: A teacher-librarian who has completed at least 12 term hours in library science to include (a) selection of books and library materials, (b) preparation of books and materials for a school library, and (c) use of books and library materials and who is scheduled 3-4 hours each day for library duty.

High schools with an enrollment of 500 - 1,000 pupils: A teacher-librarian who has completed at least 12 term hours in library science to include (a) selection of books and library materials, (b) preparation of books and materials for a school library, and (c) use of books and library materials and who is scheduled 4-6 hours each day for library duty.

High schools with an enrollment of 1,000 or more pupils: Full-time librarian with at least one year's preparation in library science. One full-time trained librarian for every 1,000 students.

Elementary. Where a centralized library is maintained there should be a teacher with special training in library methods who devotes a definite number of periods per day to the library; in larger schools the employment of a full-time graduate librarian is recommended.

PENNSYLVANIA

A school librarian must hold a valid teacher's certificate extended to include the field of library science based upon completion of 30 semester hours of approved courses in that field.

SOUTH CAROLINA

High schools with enrollment of 100 or fewer pupils: A teacher-librarian who has completed at least 6 semester hours in library science and who devotes not fewer than 2 class periods a day to library service.

High schools with enrollment of 101 to 200 pupils: A teacher-librarian who has completed at least 12 semester hours in library science and who devotes not fewer than 3 class periods a day to library service.

High schools with enrollment of 201 to 400 pupils: A teacher-librarian who has completed at least 18 semester hours in library science and who devotes not fewer than 4 class periods a day to library service.

High schools with enrollment of 401 or more pupils: A full-time librarian who presents the same qualifications and educational background as teachers including 24 to 30 semester hours in an approved library school.

TENNESSEE

Tennessee Public Acts, 1937, Chapter 238, Section 1 - 8, authorized the State Board of Education of Tennessee to issue certificates to librarians and provided that the State Board, in setting up standards and adopting rules and practices by which the certificates were to be issued, should take into account the recommendations of the Advisory Committee of Librarians provided for by the Act. No action has been taken toward carrying out the provisions of the Act other than the appointment of the Advisory Committee. In a few cases "library science" has been written on a teaching certificate in recognition of the degree B.S. in library science.

UTAH

The State Board of Education issues two classes of school librarian certificates. The First Class Certificate is a 5-year certificate. Beginning librarians are required to hold the First Class School Librarian Certificate.

1. First Class Secondary Librarian Certificate

a. Requirements: (1) Completion of a standard college course of 4 years or equivalent; (2) a composite major of not less than 60 hours credit in 3 related subjects with not less than 18 hours in any one subject or a teaching major of at least 30 hours in one subject taught in Utah high schools, of which at least 15 hours must be in upper division work and a teaching minor of 18 hours in a subject taught in Utah high schools. The composite major, major or minor should be in library science approved by the Education Department in the training institutions; (3) completion of 49 hours in specified subjects allied to Education; (4) completion of at least 30 hours in Education to include specified subjects; (5) indication of a major interest not directly associated with the applicant's regular work in the educational profession and satisfactory evidence that this interest has been pursued during the two years prior to application for certificate or renewal.

b. Renewal: Renewed on $7\frac{1}{2}$ hours of acceptable upper division credit earned within the preceding 5 years.

2. First Class Elementary Librarian Certificate

a. Requirements: (1) Completion of a standard college course of 4 years or equivalent; (2) completion of 30 hours in elementary education subjects in addition to Education specified under (4) below or in a subject taught in Utah public schools and 18 hours in another subject taught in Utah public schools; or a composite major of not less than 60 hours credit in 3 related subjects with not less than 18 hours in any one subject. The composite major, major or minor should be in library science approved by the Education Department in the training institutions; (3) completion of 49 hours in specified subjects allied to Education; (4) completion of at least 33 hours in Education including specified subjects; (5) indication of a major interest not directly associated with the applicant's regular work in the educational profession and satisfactory evidence that this interest has been pursued during 2 years prior to application for certificate or renewal.

b. Renewal: Renewed on $7\frac{1}{2}$ hours of acceptable upper division credit earned within the preceding 5 years.

3. Second Class Librarian Certificate. Experienced school librarians who are satisfactorily recommended by their local school officials may secure a Second Class Librarian Certificate on $7\frac{1}{2}$ hours of acceptable credit in new work. This certificate may be renewed on $7\frac{1}{2}$ hours of acceptable credit in new work each succeeding 2 years until the holder has sufficient credit for the First Class Librarian Certificate. Credit for the Second Class Certificate and for renewals shall be in subjects leading to completion of requirements for the First Class Certificate.

VIRGINIA

Libraries in high schools accredited by the State Board of Education must be under the direction of persons with professional library training. High schools having more than 200 pupils are required to have a full-time librarian who has completed 12 to 15 college session hours in library science.

The Collegiate Professional Certificate is endorsed for teaching library science and for serving as librarian in public elementary and secondary schools. Requirements: (a) Baccalaureate degree from an approved institution of higher education, (b) 9 college session hours in Education including 3 session hours in supervised student teaching and one session hour in school and community hygiene, (c) 6 college session hours in library science including $1\frac{1}{2}$ session hours in each of the following courses: School library administration, reference, children's literature and adolescent literature. Recommended but not required are the following courses: Cataloging and classification, $1\frac{1}{2}$ session hours, and teaching the use of books and libraries and supervised practice, $1\frac{1}{2}$ session hours.

Any student who pursues the study of library science for 6 weeks and receives only one session hour's credit for each of the 4 required courses should also complete the 2 additional courses recommended and receive a total of 6 session hours of credit.

WASHINGTON

The school librarian who holds a secondary teacher's certificate and presents the required preparation in library science may obtain a library certificate. Requirements for high schools of varying sizes are as follows; similar standards are in effect for junior high schools:

Class I (100 or less students): Teacher-librarian with at least 6 weeks' training in library science; some definite time assigned to library work.

Class II (100-200 students): Half-time librarian recommended, with 12 weeks' summer course training.

Class III (200-500 students): Three-fourths-time librarian recommended, having one year preparation in approved library school. Minimum qualifications same as for Class II.

Class IV (500-1,000 students): Full-time librarian recommended, having one year of preparation in an approved library school.

Class V (1,000 or more students): Full-time librarian with at least one year's preparation in an approved library school. One full-time trained librarian for every 1,000 students.

WEST VIRGINIA

Five-year high school certificate in library science requires graduation from a standard college and completion of 24 semester hours in library science.

A provisional certificate valid for one year requires graduation from a standard college and completion of a minimum of 18 semester hours in library science.

WISCONSIN

Teacher-librarians or school librarians must hold a license to teach academic subjects in high school and also a librarian's license. The course in library methods is based upon completion of a course which is the equivalent of a 4 semester hour course in library methods as given through the Wisconsin Library School.

WYOMING

A high school librarian's certificate requires

- (a) Graduation from a standard college or university
- (b) 24 quarter hours in education
- (c) Minimum of 22½ quarter hours in library science

This certificate is valid for 3 years and may become a life certificate after 3 years of teaching experience if 9 quarter hours in Education are earned during the term of the certificate.

AMH:P
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